



Job Code: 0505
FLSA: NE
Unit: IAFF
Revised:

FIRE INSPECTOR

DEFINITION

Under supervision, performs responsible work in the area of fire inspection, fire prevention, plan checking/review and nuisance abatement; and performs other duties as required.

Distinguishing Characteristics:

The Fire Inspector is a civilian uniformed position within the Code Administration and Inspection Division of the Fire Department. This position will be cross-trained in specific aspects of building inspection.

EXAMPLES OF DUTIES

Inspects commercial, residential and industrial occupancies for compliance with applicable codes and standards, using appropriate safety practices; recommends solutions to violations found; takes follow up actions to ensure violations are corrected; reviews building plans, specifications and construction drawings for compliance with applicable codes, city ordinances and regulations; inspects reported nuisances; recommends corrective measures; takes follow up actions to ensure corrections are made; issues citations when circumstances dictate; appears in court as necessary; responds to and investigates fire hazards and illegal dumping; communicates effectively, both orally and in writing; writes reports and prepares correspondence pertaining to assigned duties; keeps pertinent records and statistics; utilizes personal computers to perform word processing and spreadsheet functions; performs fire prevention public education activities; assists in fire cause investigations; makes presentations before groups; works with developers, property owners, and business people on fire safety matters and fire related neighborhood and/or community problems. May be required to attend city council, commission and staff meetings.

MINIMUM QUALIFICATIONS

Knowledge of: Accepted construction methods and practices; construction materials and usage; Uniform Fire and Building code requirements; personal computer operating systems and software applications; Uniform Fire Code requirements for hazardous materials, flammable and combustible liquids preferred.

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Skill to: Read and interpret construction plans and specifications; read, understand, interpret and apply fire and building codes; communicate effectively both orally and in writing; work independently; deal effectively with those contacted in the course of work; utilize personal computers and computer software to perform word processing and spreadsheet functions.

Education: High school graduation or equivalent. California State Fire Service certification (curriculum) accredited courses preferred. Uniform Fire Code Certification and/or Fire Prevention Officer I preferred.

Experience: Two (2) years in the fire service, with duties in fire prevention and/or public education. One year of work experience may be substituted for completion of sufficient college courses/units in fire prevention and/or other related fire service courses.

License: Possession of appropriate, valid California driver's license and, when required, a valid Medical Examiner's Card must be maintained.

Certification: 832 PC (Penal Code) Certification must be obtained within one year of the date of hire. Uniform Fire Code Certification from WFCA or State Fire Marshal as Fire Prevention Officer I required prior to attainment of "E" step.

Physical Characteristics: See well enough to drive vehicles, read blueprints, specifications, fine print and VDTs; hear well enough to identify mechanical noises, to converse on the telephone and in person over construction noise; speak well enough to converse on the telephone and in person over construction noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, climb ladders and at least 3 flights of stairs daily; use of hands and fingers to write, feel defects in construction, handle electrical wiring, use computer keyboards and drive vehicles; strength to carry a 10 pound ladder up and down stairs; stamina to perform moderate physical labor while making field inspections for up to 8 hours a day.

Other Characteristics: Must be willing and able to: work under adverse conditions such as outdoors in heat, cold, rain and in awkward positions; work scheduled and emergency overtime as needed; attend classes, seminars and workshops during working and non-working hours.